



Sacramento State Athletics - Travel
BTA Charges

Submitted by: _____ Date Submitted: _____

Team/Department: _____ Phone # _____

Trip Purpose:

Recruiting Team Post Season Other (Specify) _____

Type	Vendor	Details (copy of confirmation must be included)	Cost

This form does not replace the travel request document.

Approvals:

Head Coach _____ Date _____

Business Office _____ Date _____

Athletic Director _____ Date _____

Business Office Use: _____

Log _____

Logged by _____